**Section 2.2: Safety Rules**

We are all accountable for our actions and are expected to comply with the provisions of the ***school division, Operations Sector***, policies, procedures, practices and code of conduct.

* 1. Accidents, injuries, property damage, unsafe conditions and near misses shall be reported promptly to your supervisor, must complete an Incident Report Form. All forms must be filled out within 24 hrs.
	2. Have an awareness of your surroundings.
	3. Always check with your direct supervisor before carrying out any task or operation if you feel your personal safety or the safety of others may be at risk.
	4. Inspect your assigned vehicle, mobile equipment and tools before using them and report any defects and problems immediately.
	5. Staff must utilize Personal Protective Equipment (PPE) as required;
		+ Wear CSA approved footwear that is protective and supportive appropriate to the risks associated with the job.
		+ Ensure the necessary PPE is readily available for use during all operations activities.
		+ Use the PPE, safeguards and safety appliances/equipment provided to protect your health and safety.
	6. Use the TLR – Object Moving principles of good body mechanics when moving parts, equipment, materials, etc. Staff are required to request assistance as per assessment.
	7. Review the Job Safety Analysis (JSA) frequently.
	8. Always follow WHMIS 2015 education and training, read the Safety Data Sheets.
* Ensure applicable PPE is worn and precautions are followed.
	1. Maintain regular contact with your direct Supervisor as per the Working Alone Policy/Procedure.

**\*\*\* Failure to comply may result in discipline and/or termination \*\*\***

***Reference: The Saskatchewan Employment Act***

***The Occupational Health and Safety Regulations, 2020***